

CHAPTER 4**MISCELLANEOUS PAYMENTS**0401 OVERVIEW

This chapter addresses NASA policy related to miscellaneous payments. The miscellaneous payments included in this chapter are applications such as metered services, printing and binding, and newspaper advertisement, as well as Government purchase card, payment of claims, transportation payments, and payments under real property.

0402 AUTHORITY AND REFERENCES

040201. Relevant references to published regulations (i.e., Federal Acquisition Regulations (FAR)) are made throughout this chapter where applicable. Refer to the specific section for citations.

- A. United States Code (USC) (e.g., 31 USC 3324)
- B. NASA Federal Acquisition Regulations (FAR) (e.g., NASA FAR Subpart 1832.4)
- C. Comptroller General Procedures (Comp. Gen.) (e.g., 25 Comp. Gen. 834)
- D. NASA Policy Directives (NPD) (e.g., NPD 1490.1)
- E. Treasury Financial Manual (TFM) (e.g., TFM 4-4535)
- F. Public Law (PL) (PL 105-264 Section 3)

0403 ROLES AND RESPONSIBILITIES

040301. Refer to the specific type of payment for information about Center and/or Headquarters roles and responsibilities.

0404 POLICIES AND PROCEDURES

040401. Payment Vouchers Special Applications. Addressed here are types of invoices used for disbursements that must contain additional information in order to be complete and in proper form. Special requirements are necessary for specific types of

disbursements because of the nature of the disbursements and the provisions of specific laws and regulations.

A. Normally, the payment received must not exceed the value of services or articles already received (31 USC 3324). However, advance and progress payments are authorized by 10 USC 2307. Policies and procedures regarding advance and progress payments are contained in FAR 32.4 and 32.5 and NASA FAR Subpart 1832.4 and 1832.5. These types of payments are considered contract financing under 5 CFR 1315, therefore they are not subject to Prompt Payment regulations and interest penalties are not required.

B. Other Advance Payments. Invoices for the following types of services and articles may be paid in advance.

1. Periodicals. Subscriptions to newspapers, magazines, periodicals and other publications (31 USC 3324).

2. Post Office Box Rental. Advance payment of post office box rental is authorized on an annual basis (25 Comp. Gen. 834). Advance payments for post office box rentals may not exceed one fiscal year.

3. Training of Employees Under The Government Employees Training Act (5 USC 4101 et. seq.). Advance payment for tuition for the training of employees is authorized under 5 USC 4109. On invoices for advance payments under this Act, the authority will be cited in the administrative certification.

4. Attendance at Meetings. Payment of registration fees for attendance at meetings is authorized under 5 USC 4110. When registration fees include the cost of meals for employees in travel status, the provisions of Volume 12, Travel Regulation apply.

C. Metered Services. The invoice must state the serial number of each meter through which billed service was furnished and the last and previous reading of each meter. Authorized change in rates will be applicable to services rendered from the effective date of change stated in the legally established published rate schedule. Where a meter fails to properly register the service during any billed period, the amount due the contractor will be determined in accordance with contract conditions. In the absence of a contract clause specifically covering meter failure, the amount of utilities consumed during that period may be estimated by taking the average daily consumption shown by meter readings during a period when conditions for consumption were substantially the same. Payment on that basis is authorized as an implied provision of the contract, in accordance with 4 Comp. Gen. 617 (A-7129).

D. Printing and Binding. Policies and responsibilities for the production and procurement of NASA printing, duplicating, blank bookwork, and

binding are contained in NPD 1490.1. Title 44 USC 501 provides applicable authority. Generally, all procurement for printing must be through the Government Printing Office. For specific exceptions, such as contract field printing, refer to NPD 1490.1. Invoices covering contracts for commercial procurement of printing must be supported by a waiver from the Joint Committee on Printing (JCP) or by the following supplemental certificate over the signature of the employee authorized to procure the contract: "I hereby certify as responsible officer that the contract field printing covered by this invoice was procured in accordance with the applicable Government Printing and Binding Regulations of the Joint Committee on Printing."

E. Reimbursement to Designated Notaries Public. Employees designated to serve in the capacity of a notary public in connection with official duties may be reimbursed the actual expenses incurred in obtaining the required bonds, seals and other necessary expenses required to obtain the commission. The Notaries Public Expense Act of 1955 (5 USC 5945) will be cited on the invoice as the authority for payment. The invoice for reimbursement of fees paid will contain a statement by the designated official that he or she serves in the capacity of a notary public in connection with official duties.

F. Payments for Newspaper Advertising. In accordance with 44 USC 3702 and 5 USC 302, the Administrator of NASA or an official delegated the authority must authorize the publication of advertisements, notices or proposals. A copy of the written authority must be presented with the invoice for advertising or publication before payment. The SF 1449, Solicitation/ Contract/Order for Commercial Items, should be used to place orders for newspaper advertising unless the order is made using electronic commerce or the Government-wide commercial purchase card. A properly delegated official must sign the advertising order (SF 1449). A copy of the advertisement furnished by the publisher must accompany invoices for newspaper advertising. Upon receipt of an invoice supported by proof of advertising, the contracting officer shall attach a copy of the written authority and submit the invoice for payment according to contractual terms (FAR 5.503(c)&(d)).

G. Government-wide Commercial Purchase Card.

1. The Purchase Card program provides non-procurement personnel with the authority to make purchases within an authorized dollar limit for approved supplies that ordinarily do not require concurrence of other NASA organizations (NASA FAR supplement 1813.301 Government-wide commercial purchase card (PN 97-13 July 28, 1998)).

2. Center's must provide guidance on the Purchase Card Program User Manual that includes how to obtain a Purchase Card, cardholder responsibilities, and how to make purchases. In addition On-Line Quick Reference (OLQR) is available at <http://olqr-cf.ifmp.nasa.gov> with guidance including; purchase card information, receiving information and report generation.

3. All individual government-wide commercial purchase card invoices under \$2,500 may be paid at anytime, but not later than 30 days after receipt of a proper invoice (5 CFR 1315.12). Matching documents is not required before payment. The payment due date for invoices in the amount of \$2,500 or more shall be determined in accordance with 5 CFR 1315.8. As provided in Treasury Financial Manual (TFM) 4-4535, payment shall be made to the contractor providing purchase card services in a timely manner even if all cardholder statements have not been received, i.e., prior verification that the goods or services have been received. The contractor will be promptly notified of any discrepancies through the process described in the contract. Disputed line items do not render the entire invoice an improper invoice for compliance with this requirement.

H. Payment of Claims.

1. Payment of claims made by an employee against NASA for damage to, or loss of personal property incident to service with NASA will be paid by the Center concerned when such claim has been approved by the Chief Counsel. All approved claims will be submitted to the Center financial management office on NASA Form (NF) 1220, Voucher for Payment of Employee's Personal Property Claim, for scheduling in accordance with prescribed procedures.

2. When a claim is received from a rental car company, the designated traveler will initiate NF 1512, "Claim for Collision or Upset Damage to Rented Motor Vehicle." If the car was rented from a rental car company covered under the U.S. Car Rental Agreement, dated February 26, 1996, managed by Headquarters, Military Traffic Management Command, and the renter was on official travel, the renter will complete Section II of NF 1512 and contact their NASA legal counsel for resolution of the claim. If the traveler did not rent from a rental car company covered under the Agreement, the traveler will: 1) send page one, Section I of NF 1512 to the rental company for their completion, 2) complete Section II of NF 1512 after the traveler receives the completed Section I of NF 1512 from the rental car company, then, 3) send the completed NF 1512 to DCFO (F) for approval and certification (see Section II of NF 1512).

040402. Transportation Payments.

A. In accordance with Public Law 105-264, Section 3, which amended 31 USC 3726, a prepayment audit is required before transportation invoices are paid. Each Center financial management office is responsible for the examination of invoices for passenger and freight transportation services to determine the validity and legality of Transportation Service Provider (TSP) invoices (Federal Management Regulation (FMR) Sec. 102-118) (<http://pub.fss.gsa.gov/transtrav/transAudits.cfm>.)

B. When invoices have completed the prepayment audit program and are deemed proper for payment, they are sent to the Center payment office to be scheduled for payment. At the end of each month, each Center must submit all paid transportation documents to GSA for post-payment audit. The U. S. Government Freight Transportation Handbook and the U. S. Passenger Transportation Handbook contain instructions for billing procedures and preparation of SF 1113, and instructions for payment and submission of transportation invoices for audit. These documents are available on the web at: <http://pub.fss.gsa.gov/transtrav/transAudits.cfm>.

C. Prepayment Audit Program. Each NASA Center must either establish a prepayment audit program or use the services of a prepayment audit contractor under GSA multiple award schedule covering audit and financial management services. If a Center changes its prepayment audit program, the plan for the revised prepayment audit program must be sent to the NASA Headquarters Chief Financial Officer (CFO) for approval. After approval by the NASA Headquarters, CFO, the program is submitted to GSA's Audit Division for final approval (see Federal Management Regulation, Sections. 102-118.345).

D. NASA Unique Elements of the Prepayment Audit Program. Federal Management Regulation, Sections 102-118.330 lists all the elements for an acceptable program; however, NASA's implementation includes the following:

1. The minimum dollar threshold for transportation invoices is \$750.

2. The numbering system used by Centers incorporates: 1) the first initial for the agency (N), 2) a two digit symbol for the Center designation (AR, DF, etc.), 3) a two digit numerical code for the fiscal year designation (00, 01, etc.), and 4) the last five digits for the sequential numbering of the invoices (00,001 through 99,999) to prevent duplication.

E. Contractor Prepaid Transportation Charges. Shipments of supplies may be made by common carriers on commercial bills of lading when authorized by the contracting officer (FAR 47.303-17). The TSP pays the transportation charges and is thereby entitled to reimbursement by NASA. The TSP's invoice for reimbursement should be supported with a copy of the carrier's receipted freight invoice or other evidence of receipt except when:

1. The prepaid transportation charge is \$100 or less and;

2. The transportation charge is \$250 or less per transaction (i.e., purchase invoice, or aggregate billing or payment for multiple purchases), if the contractor cannot reasonably provide a receipted freight invoice and NASA has determined that the charges are reasonable. Determination of reasonableness may be based on: 1) past experience (authenticated transportation charges for similar shipments), 2) rate checks, 3) copies of previous freight invoices submitted by the contractor, or 4) other information submitted by the contractor to substantiate the amount claimed.

F. Transportation Invoices from the Department of Defense.

1. Authorization of Shipments. Transportation services to be procured through or from the DOD may be authorized by the issuance of a Transportation Control Movement Document (TCMD), DD Form 1384-1, or Special Assignment Airlift Mission (SAAM). Center transportation officers or others authorizing shipment by the Department of Defense, either by commercial carriers or by DOD components, are responsible for obtaining the appropriate fund certification from the Center financial management office prior to authorizing shipment. The Center transportation office is also responsible for assuring that obligating documents (priced copies of shipping documents) are furnished promptly to the Center financial management office upon commencement of the shipment.

2. Identification of Center to Be Billed. Commercial and military carriers are instructed to send invoices directly to Centers, except in the case of consolidated (NASA and DOD) shipments. For consolidated shipments, transportation charges will be paid in full by the DOD component and subsequently reimbursed by the appropriate Center upon receipt of a properly documented Voucher for Transfer between Appropriations and/or Funds, SF 1080. NASA Defense Purchase Requests involving separate transportation charges will also indicate the name and address of the Center and the appropriation chargeable for the cost of the transportation. In addition, the Transportation Account Code (TAC) of the applicable Center will be shown when transportation is to be performed by military carriers. When transportation is to be performed by military carriers pursuant to a Transportation Control Movement Document or Special Assignment Airlift Mission, the issuing Center will cite the appropriate Transportation Account Code on the request to facilitate proper identification of the Center.

3. Transportation Accounts Codes. The following Transportation Account Codes (TAC) are for use on transportation movement documents involving shipments for NASA by military carriers:

Center	NASA Transportation Account Code
Headquarters NASA	HDFFA
Ames Research Center	HDFB
Glenn Research Center	HDFC
Langley Research Center	HDFD
Dryden Flight Research Facility	HDFE
Goddard Space Flight Center	HDFN
Wallops Flight Facility	HDFG
Jet Propulsion Laboratory (contractor)	HDFH
Marshall Space Flight Center	HDFM
Stennis Space Center	HDFJ
Johnson Space Center	HDFK
Kennedy Space Center	HDFL

040403. Payments under Real Property Leases. Leases are subject to the statutory and regulatory provisions applicable to government contracts, as well as the specific statutory provisions pertinent to leases.

A. Coverage. A lease is a contract by which the use of land or buildings is conveyed for a specified time at a specified rate of compensation. Leases describe the premises, the specific period involved, purpose for which used, the amount of rent, method of payment, special services included (such as heat, light, water, and janitorial services) and any restoration provisions. If the lessor fails to provide the services in this case called for in the lease, the lessee (the government in this case) may pay the cost and deduct the amount from the lease rental payments.

B. Recording Requirements. Policy and procedures for recording plant, property and equipment leased by NASA and subject to capitalization is in Volume 6, Chapter 4 of the FMR. If expenses are prepaid, lease and rent payments shall be recorded in the general ledger as prepayments. Policy and procedures for prepayments are in Volume 6, Chapter 6 of the FMR.

C. Rent.

1. Fractional Parts of a Month. Payment for part of a month for leased premises is made on the actual number of days involved. In computing the time between two dates, the general rule is to exclude the first and include the last date, except when the lease is for a specified term and begins on the date of occupancy (10 Comp Gen 540 (1931)).

2. Monthly Installment Payments of Annual Rent. A lease generally begins on the first of a month. For leases that begin on a date other than the

first, the monthly rent installments become due and payable on the date of each month numerically corresponding to the date the term began, less one day. The amount of each installment should be one-twelfth of the annual rate, regardless of the number of days in any calendar month (24 Comp Gen 838 (1945)).

3. **Recurring Rental Charges.** Payment for these charges shall be made without requiring individual invoices from the vendor. At the end of each rental period, the using activity will confirm the use or availability of the property during the rental period. Identify lease and period covered on the payment voucher and process per provisions of the lease.

4. **Reporting Rental Payments Made to Civilian Landlords.** At the end of each calendar year, report yearly rental payments of \$600 or more to the Internal Revenue Service. Report the total payment on TD Form 1099-MISC, Statement for Recipients of Miscellaneous Income. Do not report payments to real estate agents.

D. Party Entitled to Rental Payment.

1. When a Federal Agency occupies land under a lease, the rental payment cannot be avoided because of any defect in the title of the lessor at the time the lease was made (9 Comp Gen 593 (1921)).

2. When a Federal Agency occupies land owned by several tenants in common under an agreement with one of them and without objection by the others, such tenant in common is entitled to receive the rent (9 Comp Gen 593 (1921)).

3. When property leased to the United States is sold on one day and the deed of conveyance is executed on another day, the grantee is entitled to receive the rental from the property only from and after the date of execution of the deed (15 Comp Gen 195 (1935)).

4. Liability for rent due does not become payable day-by-day. It becomes due in total on the dates set forth in the lease. The payment may not be currently prorated for several owners who may have owned the premises for a portion of the rental period. When leased property is sold, a copy of the deed of sale should be furnished for association with the lease contract (4 Comp Gen 193 (1924)). If proper notification is provided to the lessee, payment is made to the titleholder on the day payment is due.

E. Payment for Leased Land. Payment for leased land may not be made in advance (23 Comp Gen 653 (1944) and 25 Comp Gen 834 (1946)). Leases in foreign countries are paid as local customs dictate.

F. Payment for Cost of Improvement of Rented Premises. The laying of conduits and wires in leased premises occupied by Federal Agencies is an

improvement of the premises. Unless the lease provides for the making of such improvements by the United States, payment of the cost is not authorized (6 Comp Gen 943 (1923)).

G. Payment of Taxes on Property. Although taxes are not payable by the Federal Government as the owner of real property, such taxes are properly payable as part of the rent when specifically included in the terms of the lease (24 Comp Gen 705 (1945)).

H. Payment of Rent in Connection with Termination of Lease. Payment is based on the terms of the lease.